

Standards Related to General Provisions, Administration, Personnel, Admission/Retention/Discharge, Resident Care, Resident Accommodations, Buildings/Grounds, & Emergency Equipment

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Additional Standards with Changes

- ❖ 30 - Dedicated Hospice Facilities
- ❖ 50 – Licensee
- ❖ 100 – Incident Reports
- ❖ 190 – Administrator Provisions and Responsibilities

Additional Standards with Changes (2)

- ❖ 240 – Designated Staff Person in Charge
- ❖ 280 – Volunteers
- ❖ 380 – Resident Personal and Social Information
- ❖ 550 – Resident Rights

Additional Standards with Changes (3)

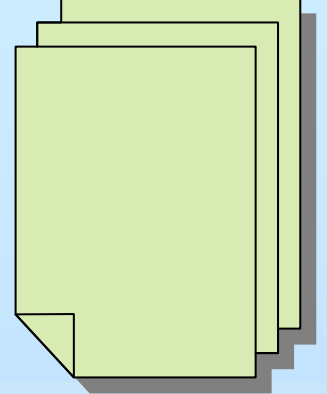
- ❖ 560 – Resident Records
- ❖ 570 – Release of Information from Resident's Record
- ❖ 850 – Maintenance of Buildings/Grounds
- ❖ 920 – Fire Safety

20 – Legal base & Applicability



- ❖ (A) Refers to Code of Virginia (Chapters 17 & 18 of Code)
- ❖ (B) All ALFs: Comply with Parts I through IX
- ❖ (B) ALFs with mixed populations/special care units: Comply also with Part X

60 – Disclosure



- ❖ Names of other assisted living facilities for which the licensee has a current license
- ❖ No longer required – Name of owner of property, if leased
- ❖ Indication of whether contractors used to provide essential services deleted, instead notification that names available on request

200 – Administrator Qualifications



- ❖ (D) Residential living care only
 - 30 credit hours of postsecondary education (accredited college/university) *or*
 - Department-approved course specific to administration of ALF *and*
 - One year of administrative or supervisory experience in a group care facility
- ❖ Exceptions for licensed nurse with 1 year exp. or ALF admin. with continuous employment)

200 – Administrator Qualifications (2)



- ❖ (E) Residential and assisted living level
 - Graduate of four-year accredited college/university *or*
 - 60 credit hours in human services or group care administration from accredited college/university *or*
 - 30 credit hours in human services or group care administration from accredited college/university and complete department-approved course on administration of ALF
 - All must have 1 year of experience

200 – Administrator Qualifications (3)

❖ (E) – Assisted and residential administrator exceptions:

- Licensed registered nurse with the 1 year experience
- ALF admin. with continuous employment)
 - Exception: ALF admin. employed before 2/1/96 who met exception at the time must complete dept.-approved course on administration of ALF within 1 year

200 – Administrator Qualifications (4)



- ❖ (F) – One year after the effective date of regulations passed by Board of Long-Term Care Administrators for licensure of ALF administrators, subsection E will expire.
- ❖ (F) ALF administrators shall then be licensed by Board of Long-Term Care Administrators

220 – Shared Administrator for Smaller Facilities

- ❖ (3 e (4)) Department-approved course for manager specific to management of ALF not to exceed 40 hours
- ❖ (3 e (4)) Licensed nurse with the experience requirement is ~~exempted~~.



230 – Administrator of Both ALF & Nursing Home

- ❖ (C) Manager of ALF shall be on-site
- ❖ (C 4) ALF manager's qualifications
 - 30 credit hours of postsecondary education (accredited college/university) *or*
 - Department-approved course specific to management of ALF *and*
 - One year of administrative or supervisory experience in caring for adults in a group care facility

230 – Administrator of Both ALF & Nursing Home (2)

- ❖ (C 4) Exceptions for manager qualifications:
 - Licensed nurse with the 1 year exp.
 - ALF manager with continuous employment as a manager

230 – Administrator of Both ALF & Nursing Home (3)

❖ Manager training

- (C 6) Requirement to complete training in 22 VAC 40-72-50 D within two months of employment
- (C 7) Training when standards are revised
- (C 8) Manager to attend at least 16 hours of annual training, with at least 4 (of the 16) on residents with mental impairments, when such residents reside in ALF



290 – Staff Records and Health Requirements

- ❖ (B) Record confidential, except emergency contact information shall also be kept in easily accessible place
- ❖ (C) Staff record shall include:
 - 5 – Position title, job description
 - 6 – Verification that staff person has received copy of his job description and organizational chart

290 – Staff Records and Health Requirements (2)

- ❖ (C) Staff record shall include:
 - 9 – Deleted phrase “for persons employed after July 1, 1992”
 - 11 – Verification of license, certification, registration, or course
 - 12 – Annual staff performance evaluations
 - 13 – Any disciplinary action taken



290 – Staff Records and Health Requirements (3)

❖ (D) Health information

- 1 a – At time of hire (or, for household members, before coming into contact with residents), submit results of risk assessment documenting absence of communicable TB (risk assessment no older than 30 days)
- 2 c – Submit annually results of risk assessment

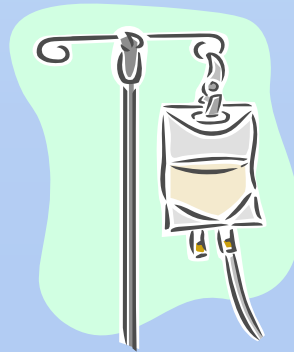
340 – Admission and Retention of Residents

- ❖ (B 3) Pre-admission interview must be documented
- ❖ (B 4) Screening of psychological, behavioral and emotional functioning, if recommended
- ❖ (F) Resident or legal representative with demonstrated legal authority must give consent for admission to ALF



340 – Admission and Retention of Residents (2)

- ❖ (I and J) Physician's or other prescriber's treatment plan
- ❖ (J) Resident may receive care for otherwise prohibited conditions G 3 (intravenous therapy or injections directly into vein) and G 7 (gastric tubes) when:



340 – Admission and Retention of Residents (3)

- ❖ (J) Allows for care by nurse holding multistate licensure privilege
- ❖ (J) Care for gastric tubes may be provided by unlicensed direct care staff if care is delivered according to Board of Nursing regulations for delegation by a registered nurse

390 – Resident Agreement with Facility

- ❖ (A) Agreement to include acknowledgment that
 - (A 3) Resident or legal representative informed of amount of notice required when resident moves
 - (A 6) Resident or legal representative or responsible individual reviewed/had explained Resident Rights

390 – Resident Agreement with Facility (2)

- (A 8) Resident informed about resident council
- (A 10) Resident informed of rules/restrictions regarding smoking on premises



390 – Resident Agreement with Facility (3)



- (A 11) Resident informed of policy regarding administration/storage of medications and dietary supplements
- (A 12) Resident received written assurance that facility has appropriate license to meet care needs at time of admission

390 – Resident Agreement with Facility (4)

- ❖ (C) Agreement to be updated when changes in financial arrangements, accommodations, services, care provided by ALF, or requirements governing resident conduct
 - Signed by licensee or administrator and resident or legal representative



400 – Orientation and Related Information for Residents

- ❖ (A) Upon admission, ALF to provide orientation for new residents and legal representatives
 - Include, but not be limited to, emergency response procedures, mealtimes, use of call system
 - Modified as needed for residents with serious cognitive impairments
 - Acknowledgment of orientation received

400 – Orientation and Related Information for Residents (2)

- ❖ (B) Upon admission and upon request, ALF to provide to resident and legal representative written description of types of staff in facility and services provided, including hours services are available

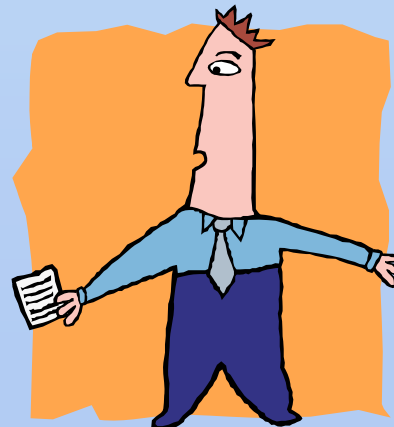


420 – Discharge of Residents

- ❖ (A) Documentation of initial discharge planning
- ❖ (B) Notification of planned discharge includes reason and that resident to be moved within 30 days, unless extenuating circumstances
- ❖ (B) Written notification of discharge date at least 14 days prior to discharge date

420 – Discharge of Residents (2)

- ❖ (C) Resident initiated notice of intent to move not to exceed 30 days
- ❖ (E) Reason for relocation in emergency discharge discussed with resident and when possible, legal representative prior to move



420 – Discharge of Residents (3)

- ❖ (G) When UAI completed by public human services agency assessor, ALF to notify assessor of date and place of discharge, as well as death of resident, within 10 days of discharge or death



430 – Uniform Assessment Instrument (UAI)

- ❖ (A) All residents and applicants assessed face-to-face with UAI



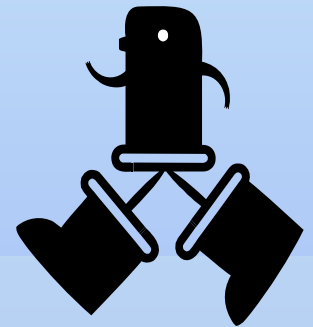
- ❖ (A) UAI completed prior to admission, annually, and whenever significant change in resident's condition

430 – Uniform Assessment Instrument (UAI) (2)

- ❖ (A 1 a) For private pay persons, UAI may be completed by ALF staff who have completed state-approved training on UAI and level of care criteria
 - ALF staff who began employment prior to 12/28/06 who have documented training not state-approved in UAI and level of care criteria have until 12/28/07 to complete state-approved training

430 – Uniform Assessment Instrument (UAI) (3)

- ❖ (C) When resident moves to ALF from another ALF or long-term care setting that uses UAI, another UAI not needed if UAI on record, except new UAI completed whenever



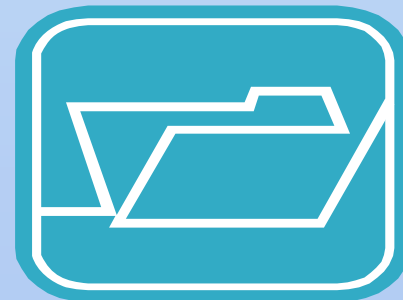
- Significant change in resident's condition
- Previous UAI more than 12 months old

430 – Uniform Assessment Instrument (UAI) (4)

- ❖ (D) Assessor responsible for knowledge of criteria for level of care and for authorizing person for appropriate level of care for admission and stay in ALF based on UAI information
- ❖ (E) UAI utilized to determine whether resident's needs can continue to be met by ALF and whether continued placement is in best interest of resident

430 – Uniform Assessment Instrument (UAI) (5)

- ❖ (I) UAI maintained in resident's record
- ❖ (J) Independent assessment completed upon request of ALF, resident, legal representative, physician, DSS, or local DSS



430 – Uniform Assessment Instrument (UAI) (6)

- ❖ (K) Staff from DSS, DMAS, or local DSS may initiate change in level of care for resident when UAI deemed not reflective of current status
- ❖ (L) ALF ensures that facility staff and independent physicians who are qualified assessors advise applicants and residents of right to appeal outcome of assessment, reassessment, or level of care

440 – Individualized Service Plans

- ❖ (A) Licensee/administrator or designee who develops ISP to complete ISP training program approved by DSS
- ❖ (A) ISP developed with resident and as appropriate, family, legal representative, direct care staff, case manager, health care providers, qualified mental health professionals, or others

440 – Individualized Service Plans (2)

- ❖ (B) ISP to address resident's immediate needs completed within 72 hours of admission
- ❖ (B) Comprehensive ISP completed within 30 days after admission



440 – Individualized Service Plans (3)

- ❖ (B 1) Description of identified needs in ISP based on UAI, physical exam, resident interview, psychological, behavioral and emotional assessment (if appropriate), other sources
- ❖ (B 4) Expected outcome and date of expected outcome included in ISP



440 – Individualized Service Plan (4)

- ❖ (C) Resident given choice of type and delivery of services, whenever possible
- ❖ (D) When hospice care provided, ALF and hospice organization to coordinate plan of care and include services of each on ISP
- ❖ (E) Signatures and dates required on ISP



440 – Individualized Service Plan (5)

- ❖ (F) Master ISP filed in resident's record with a current copy maintained in location accessible to direct care staff, but confidentiality of contents protected
- ❖ (G) ALF to ensure care and services in ISP provided
 - Deviation allowed when agreed by ALF and resident or in emergencies

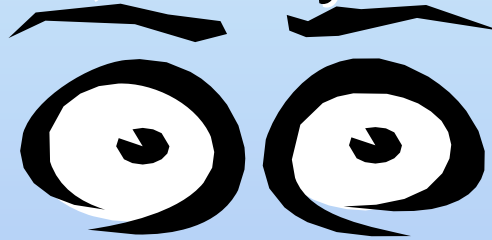


440 – Individualized Service Plan (6)

- ❖ (H) Outcomes noted on ISP or separate document as achieved and progress noted at least annually
- ❖ (I) ISP reviews and updates performed by ALF staff who completed ISP training program approved by DSS
- ❖ (I) ISP reviews/updates in conjunction with resident, and appropriate others

450 – Personal Care Services & General Supervision/Care

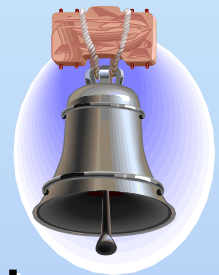
- ❖ (A) ALF has general responsibility for resident health, safety and well-being



- ❖ (B) Care and services to be resident-centered to maximum extent possible
 - ▣ Resident participation in decisions
 - ▣ Personalization of care and services

450 – Personal Care Services & General Supervision/Care (2)

- ❖ (C) Care to foster independence and enable fulfilling potential
- ❖ (D) ALF to provide supervision
- ❖ (E) ALF to observe resident for changes
 - Notable changes and action taken documented
 - Assistance provided for unmet needs



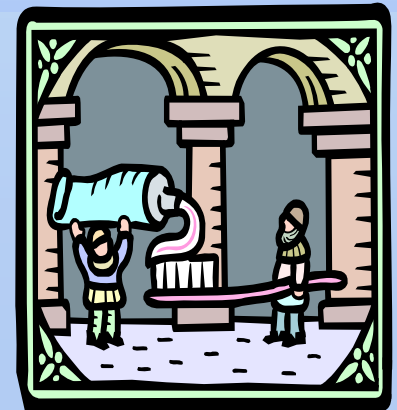
450 – Personal Care Services & General Supervision/Care (3)

- ❖ (F) Staff to promptly respond to resident needs
- ❖ (G) ALF to provide notification regarding falls or wandering
- ❖ (H) Staff to communicate in language resident understands or provisions made for accurate communication


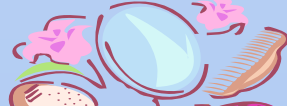


450 – Personal Care Services & General Supervision/Care (4)

- ❖ (I) ALF to ensure assistance and care provided to each resident to meet needs, including, but not limited to assistance or care with
 - Activities of daily living
 - Instrumental activities of daily living
 - Ambulation
 - Hygiene and grooming
 - Functions and tasks



450 – Personal Care Services & General Supervision/Care (5)

- ❖ (J) Resident in clean clothes and free of odors related to hygiene 
- ❖ (K) Bath, clean clothes and linens whenever clothes or linens of incontinent resident soiled or wet
- ❖ (L) Resident able to obtain preferred personal care items when available & willing/able to pay 

540 – Visiting in the Facility

- ❖ (C) ALF to encourage family involvement with resident and provide opportunities for family participation in activities at facility



720 – Personal Possessions

❖ (B) Written policy for a resident's missing personal possessions

- Reason for the loss
- Actions to recover the item
- Actions to prevent or discourage future losses
- Documentation of missing items and actions taken



730 – Resident Rooms

❖ (C) Closet or wardrobe space in the resident's bedroom

- As of 12/28/06, in buildings approved for
 - Construction or
 - Change in use and occupancy classification



760 – Laundry and Linens

- ❖ (E) When linens are washed
 - Water above 140° F *or*
 - Dryer heats linens above 140° F as verified by manufacturer *or*
 - Sanitizing agent used according to manufacturer's instructions



800 - Smoking

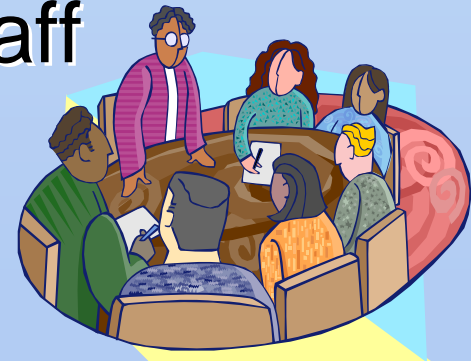


- ❖ (A) Designated smoking areas for residents, staff, volunteers, visitors
- ❖ (A) Smoking on premises may be prohibited
- ❖ (C) Residents not allowed to smoke in or on beds
 - Exception for independent living facilities
deleted



810 – Resident Councils

- ❖ (A) ALF assists in council establishment
 - Deleted exception when majority do not want a council
- ❖ (C) ALF assists in council maintenance
 - Schedules, space, notices, attendance, reports
- ❖ (D) Part of meeting without staff



810 – Resident Councils (2)

- ❖ (E) Council purposes
 - Improve quality of life, resolve problems/concerns, other functions
 - Certain possible duties no longer specified
- ❖ (F) Annual reminder, if no council exists



840 – General Requirements

❖ (E) Enclosed walkways

- Deleted exception for buildings with licenses on 01/01/80



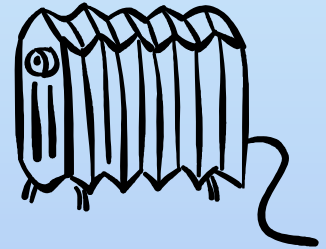
❖ (J) Policy on weapons

- Ammunitions and firearms stored separately and locked (in ALFs permitting firearms)

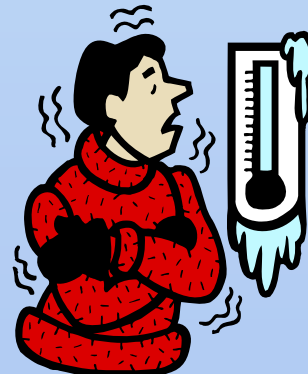
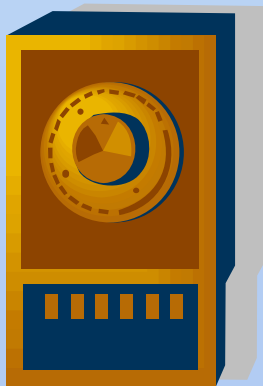


860 – Heating, Ventilation, and Cooling

- ❖ (C 2) Space heaters approved by building or fire authorities



- ❖ (C 3) 72° F maintained when outside temperature below 68° F



860 – Heating, Ventilation, and Cooling (2)

- ❖ (D 1) Cooling available when inside temperatures exceed 80° F
- ❖ (D 4) Plan to protect residents from heat-related illnesses when AC not provided in all areas used by residents
- ❖ (D 5) As of 6/28/07, AC in largest common area
 - Temperature not more than 80° F



860 – Heating, Ventilation, and Cooling (3)



❖ (D 6, 7) AC in all areas used by residents

- As of 12/28/06, in buildings approved for
 - Construction or
 - Change in use and occupancy classification
- As of 12/28/12, in all buildings
 - Implementation plan filed with licensing by 12/28/08
- Temperature not more than 80° F



880 – Sleeping Areas

- ❖ (5) No more than two residents residing in bedroom
 - As of 12/28/06, in buildings approved for
 - Construction or
 - Change in use and occupancy classification
- ❖ (5) Deleted exception allowing more than four residents in bedroom in ALFs with a license on 1/1/80



890 – Toilet, Face/Hand Washing & Bathing Facilities

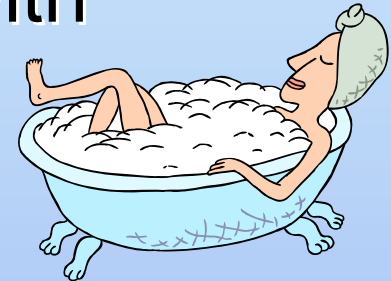
- ❖ (A) Household members and staff (deleted live-in) counted for ratios, unless there are separate facilities
 - Except staff count includes only live-in staff for tubs/showers
- ❖ (A) Deleted counting only residents for ratios in ALFs with license on 1/1/80



890 – Toilet, Face/Hand Washing & Bathing Facilities (2)

❖ (A 1) As of 12/28/06, in buildings approved for construction or change in use and occupancy classification, on floors with residents' bedrooms,

- One toilet for each four persons
- One sink for each four persons
- One tub/shower for each seven persons
- Separate rooms for men and women where more than four persons live on floor



890 – Toilet, Face/Hand Washing & Bathing Facilities (3)

- ❖ (A 3) One additional (to A 1) toilet and sink on floor with residents' rooms and main living or dining area
 - As of 12/28/06, in buildings approved for
 - Construction or
 - Change in use and occupancy classification



890 – Toilet, Face/Hand Washing & Bathing Facilities (4)

- ❖ (D) Safeguards installed in compliance with USBC
- ❖ (E) Nonskid surfacing/strips in tubs/showers
- ❖ (F) Sink in same room as toilet or in adjacent private area
- ❖ (G) Toilet, sink, and bathing facilities to meet needs of each resident



900 – Toilet & Face/Hand Washing Sink Supplies

- ❖ (A) Soap accessible to each sink



910 – Provisions for Signaling/Call Systems

- ❖ (B) With 20 or more residents under one roof
 - Signaling device terminates at staffed central location and staff can determine origin of signal or
 - Signaling device is audible and visible in manner that staff can determine origin of signal



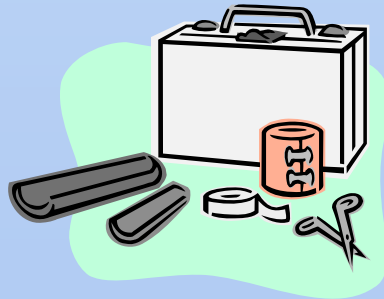
910 - Provisions for Signaling/Call Systems (2)

❖ (C) Rounds required

- In ALFs with 19 or fewer residents if staff cannot determine origin of signal
- To monitor for emergencies or other unanticipated resident needs
- Written log of rounds retained for past two years
- Deleted notation that logs subject to inspection by DSS

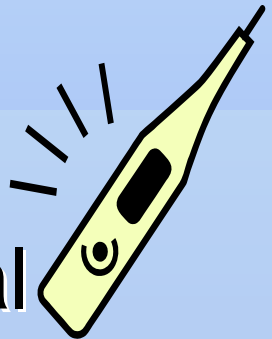
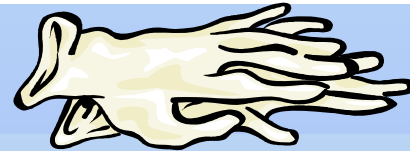
960 – Emergency Equipment and Supplies

- ❖ (A) First aid kit accessible to staff but not residents
- ❖ (A) Items not past expiration dates
- ❖ (A 1,14) Activated charcoal and syrup of ipecac used only if instructed by physician or Poison Control Center



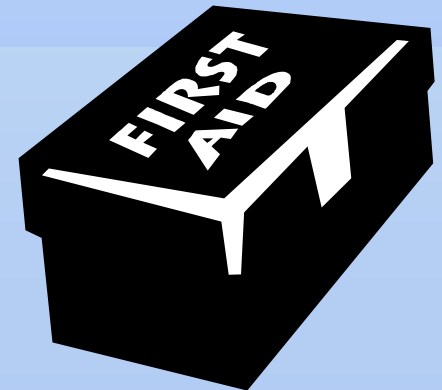
960 – Emergency Equipment and Supplies (2)

- ❖ (A 6) Disposable single use breathing barriers/shields for rescue breathing or CPR
- ❖ (A 8) Disposable single use waterproof gloves
- ❖ (A 15) Thermometer
- ❖ (A 18) First aid instructional manual



960 – Emergency Equipment and Supplies (3)

- ❖ (B) First aid kit on ALF vehicles that transport residents and vehicles used for field trips
- ❖ (C) First aid kits checked monthly
 - All items present
 - Items not past expiration date



960 – Emergency Equipment and Supplies (4)

- ❖ (D) Emergency electrical power source connection by 7/1/07 for ALFs with six or more residents (installed as per USBC)
- ❖ (D 1) Emergency electrical power sufficient to provide
 - Heating and cooling for 40 sq. ft. per resident
 - Lighting for 40 sq. ft. per resident
 - Refrigeration for food and medication
 - Operation of medical equipment

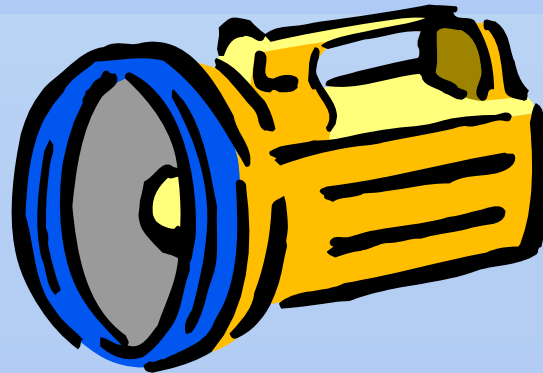
960 – Emergency Equipment and Supplies (5)

- ❖ (D 2) Emergency electrical power supplied by
 - Emergency generator on-site, or
 - Agreement with entity to provide emergency generator within four hours of notification



960 – Emergency Equipment and Supplies (6)

- ❖ (E) Flashlight/lantern for each direct care staff on duty between 5 p.m. and 7 a.m.
- ❖ (E) Removed requirement for flashlights/lanterns at all times



960 – Emergency Equipment and Supplies (7)

- ❖ (F) Alternative form of communication in addition to telephone
- ❖ (G) Availability of 96-hour emergency food and water supply, emergency generator fuel, oxygen for residents using oxygen

